

September 13, 2004

Victoria J. Powell  
Assistant County Attorney  
13880 Highway 10  
Elk River, MN 55330-4601

Tracy Nelson  
216 Santa Fe Street NE  
Princeton, MN 55371

Re: In the Matter of the Denial of the License of Tracy Nelson  
To Provide Adult Foster Care  
OAH Docket No. 3-1800-16106-2

Dear Ms. Powell and Ms. Nelson:

Enclosed please find the Protective Order in the above matter. I have also enclosed for Ms. Nelson some materials from the OAH website (the *Pro Se Guide* and *Witness Guide*). I encourage Ms. Nelson to review these materials before the hearing. In addition, you should exchange copies of all exhibits to be offered at the hearing and a list of all witnesses who will testify at the hearing, along with a summary of the substance of the anticipated testimony, by October 6, 2004.

Sincerely,

/s/ Kathleen D. Sheehy

KATHLEEN D. SHEEHY  
Administrative Law Judge

Telephone: (612) 341-7602

Encl.